



Virginia Department of Planning and Budget

Advance Order Form for the 2008 Budget Document

Bound copies and CDs of the 2008 Budget Document will be available for pickup at the Department of Planning and Budget (DPB) after 10:30 A.M. on December 17, 2007. Please check DPB's website, http://dpb.virginia.gov, after December 13 to confirm this time.

Hardcopy and CD quantities must be preordered by state agencies and the public by 5:00 P.M., November 30, 2007. Please send your order forms to:

Kathy Fischer
Department of Planning and Budget
Patrick Henry Building
1111 East Broad Street, Room 5040
Richmond, Virginia 23219

Phone: 804-786-8092, FAX: 804-786-5214
kathy.fischer@dpb.virginia.gov

For orders requiring U.S. mail distribution, payment must accompany this order form. For orders picked up at DPB, payment can be made at that time.

The cost for this year's budget document is \$35.00 per bound copy and \$15.00 per CD. It will also be available at 10:30 A.M., December 17, 2007, on DPB's web site at no cost.

Form with fields for: Name of agency or organization, Agency code, Name of person placing order, Mailing Address, City, State, Zip, Phone, Email, Number of hard copies (\$35 each), Total Amount due, Number of CDs (\$15 each), Date of request.

Put an X in the appropriate boxes below:

Desired delivery method: [] Mail to the above address [] Will pickup at DPB
Method of payment: [] Cash (exact amount) [] Check (payable to Treasurer of Virginia) [] IAT (state agencies only) *

* IATs should be prepared by your finance office. Please use the following information for DPB's line of coding: TC: 180, Agency: 122, Program: 715, Subprogram: 98, Subobject: 1215, Cost Code: 135